

MD (54)

28 June 1954

MEMORANDUM FOR: Chief, Management Staff

VIA: Deputy Director, Intelligence

FROM: Assistant Director, Collection & Dissemination

SUBJECT: [] Additional duty

REFERENCE: Your memo, subject as above, 24 June 1954

1. Reference suggests that [] Chief of the Machine Division of OGD, be assigned concurrent additional duty as Technical Assistant to [] Chief of Business Machines Service under the Management Staff.

2. Reference stipulates that this assignment would not involve any change in the chain-of-command, in that [] would remain administratively responsible only to OGD. In effect, the assignment would merely formalize the close cooperative working arrangements which have been working successfully for some time, and would enable [] to delegate to [] the authority to act, in [] absence, on agency requests for the acquisition, transfer, and discontinuance of office business machines. The proposal is based on the effectiveness of the informal arrangements which now exist, and would not continue in effect if [] should leave the agency or should be transferred from his full-time job as Chief of the Machine Division.

3. The proposal seems entirely sound, and this Office is happy to concur in it. It should produce effective results for the agency at a cost considerably less than would be involved if it were necessary to establish a new position on the T/O for a Technical Assistant and deputy for []

James M. Andrews